

Priority Mail

Related QSGs: 010, 900

120

Quick Service
Guide

Eligibility Overview (E120) Priority Mail is First-Class Mail weighing over 11 ounces; at the mailer's option, any mail weighing 11 ounces or less.
Priority Mail generally offers 2-day service to most domestic destinations. Often used to expedite matter mailable as First-Class, Periodicals, or Standard Mail. Special mailing envelopes and boxes available at no additional cost at post offices.

Rates and Fees (R100) Regardless of zone:
Up to 2 pounds \$3.00
3 pounds 4.00
4 pounds 5.00
5 pounds 6.00
Over 5 pounds, zoned rates (by distance).
Flat rate envelope: \$3.00 rate applies, regardless of weight or destination, for the material that fits into a USPS flat rate envelope (available at post offices) (E120.2).
Discount of \$0.11 per piece in presorted mailings of 300 or more addressed pieces (E120.3); annual presort mailing fee (\$85.00) applies (E110.4).

Addressing (A010) Each piece should include complete delivery and return addresses with correct ZIP Code or ZIP+4 code.

Characteristics and Content (C100) Minimum size: 3-1/2 inches high by 5 inches long. Maximum weight: 70 pounds. Maximum length and girth combined: 108 inches.

Deposit, Collection, and Delivery (D100) Pickup service (D010): single-piece Priority Mail at \$4.95 per stop (regardless of the number of pieces); service and information available by calling 1-800-222-1811. Only one fee for Express Mail, Priority Mail, or Parcel Post picked up at same time.
Deposit:
■ Single-piece prepaid packages (5 pounds or less): in collection boxes, handed to carriers, at post offices (some restrictions if metered).
■ Presorted mailings, all mail paid by permit imprint, all drop shipments: at business mail entry units with required postage statement.
Delivery: uninsured mail at mailer's option left in protected place if endorsed "Carrier—Leave If No Response" (D042.7).

Mail Preparation and Sortation (M120) Marking: "Priority," "Priority Mail," or, if applicable, "Presorted Priority Mail" (on addressed side of each piece).
Drop shipment: applicable standards (M072).
Presorted Priority Mail: on reverse.
See reverse for sack label Line 2 information.
Postage statement: Form 3605-P (meter postage) or Form 3605-R (permit imprint); other documentation may be required by standards for payment method used.

Postage and Payment Methods (P100) Method: adhesive stamp (P022) (single-piece rate only), meter (P030), or permit imprint (P040); applicable conditions and restrictions (P100.3). P070.6 also applies for drop shipments (Priority Mail and contents).

Special Services (S900) See Quick Service Guide 900.

This guide is an overview only. For the specific DMM standards applicable to this category of mail, consult the DMM sections referenced above and the general sections within each DMM module.

Packaging and Sacking Sequence

5-Digit (Required)

Packages: Letters and flats: minimum 6-piece package; smaller packages prohibited.

Labels: Red Label D or optional endorsement line (OEL).



Letters and Flats:
Required at 15 pounds per sack.

Minimum permitted:
one package of 6 pieces.

Parcels: Required at 6 pieces; smaller quantities prohibited. Mail that could not be placed in a 5-digit sack must be sorted to 3-digit sacks.

Labels: Use 5-digit ZIP Code destination of contents for Line 1.

3-Digit (Required)

Packages: Same as 5-digit preparation.

Labels: Green Label 3 or OEL.



Letters and Flats:
Required at 15 pounds per sack.

Minimum permitted:
one package of 6 pieces.

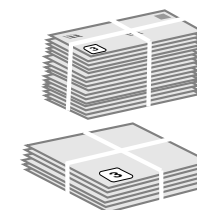
Parcels: Required at 6 pieces; smaller quantities prohibited. Mail that could not be placed in a 3-digit sack must be sorted to SCF sacks.

Labels: Use L002, Column A, for Line 1.

SCF (Required)

Packages: Same as 5-digit preparation.

Labels: Green Label 3 or OEL.



Letters and Flats:
Required at 15 pounds per sack.

Minimum permitted:
one package of 6 pieces.

Parcels: Required at 6 pieces; smaller quantities prohibited. Mail that could not be placed in an SCF sack must be placed in residual sacks.

Labels: Use L002, Column C, for Line 1.

ADC (Optional)

Packages: Same as 5-digit preparation.

Labels: Pink Label A or OEL.

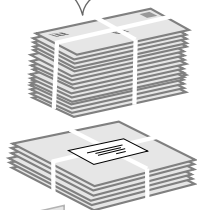


Letters and Flats:
Required at 15 pounds per sack.

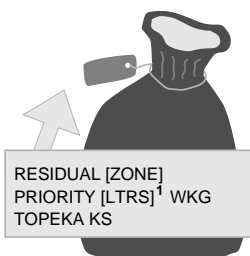
Minimum permitted:
one package of 6 pieces.

Parcels: Required at 6 pieces; smaller quantities prohibited. Mail that could not be placed in an ADC sack must be placed in residual sacks.

Labels: Use L102 for Line 1.



[# of pieces]
Residual Pieces

**Residual**

Packages: Packaged in groups of 25 pieces.

Letters, flats, and parcels sacked by zone.

Labels: Use "RESIDUAL" (and zone, if required) for Line 1.

No packaging required for parcels (M120.2).

¹Use "LTRS" for letters, "FLTS" for flats, and "PARCELS" for parcels.